



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **RESIDENCE MANAGER/CHEF**
OPENING DATE: AUGUST 23, 2012
CLOSING DATE: AUGUST 29, 2012
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: Salary commensurate with experience

U.S. Embassy COM (Chief of Mission) Residence is seeking a full time experienced chef.

Qualifications include:

- 1- English level 4 (fluent)
- 2- Completion of a professional chef school
- 3- Minimum 5 years of experience in professional catering trade
- 4- Ability to work as part of a team

DUTIES & RESPONSIBILITIES

- 1) Prepare and cook foods of all types on a regular basis for the employer, or for special guests and representational functions.
- 2) Develop menus for both personal and representational functions.
- 3) Develop and manage a budget for household and representational event management, to include estimating amounts and costs of required food ingredients and supplies needed.
- 4) Develop shopping lists independently and with other residential staff for groceries and supplies for the official residence (i.e. cleaning supplies, holiday decorations, serving items, etc.).
- 5) Determine how food should be presented, and create decorative food displays.
- 6) Instruct other workers in the preparation, cooking, garnishing, and presentation of food.
- 7) Determine production schedules and staff requirements necessary to ensure timely delivery of services.
- 8) Inspect supplies, equipment, and work areas to ensure conformance to established standards.
- 9) Adhere to and monitor proper food handling procedures and sanitation practices.
- 10) Submit appropriate paperwork and receipts in a timely manner for processing.

TO APPLY

Interested candidates for this position should submit the following:

1. Résumé or Curriculum Vitae
2. Three (3) menus:
 - a) menu for a representational dinner for 10 guests
 - b) menu for a healthy dinner for 2-4 people
 - c) vegetarian menu for 2-4 people
3. Copies of degrees earned that address the minimum requirements of the position listed above.
4. Copy of Kosovo ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Email to: PristinaRecruitment@state.gov

Hand deliver to: HR Office, U.S. Embassy Pristina, Kosovo

CLOSING DATE FOR THIS POSITION: AUGUST 29, 2012 - BY CLOSE OF BUSINESS